

Recreational Trails Program (RTP)

2014 Application Manual

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*****All grant forms are in a single document on the RES webpage*****

[LWCF/LPRF/NRTF/RTP Grant Report and Application \(CN-0429\)](#)

TENNESSEE RECREATIONAL TRAILS PROGRAM (RTP)

2014 Grant Cycle

OVERVIEW OF THE RECREATIONAL TRAILS PROGRAM

In 2012, Congress re-authorized the Safe, Accountable, Efficient Transportation Equity Act- a Legacy for Users, (SAFETEA-LU) as the Moving Ahead for Progress in the 21st Century (MAP-21). This bill was passed by Congress on June 29, 2012 and signed by President Obama on July 6, 2012 as Public Law 112-141.

The two year appropriation for the Recreational Trail Program (RTP) is \$170 million for the two year period. This is the same amount that was available in federal fiscal year 2009.

Under MAP-21, the RTP was placed under the Transportation Alternatives program, and the Governor of each state has the option to allow/not allow, on an annual basis, the RTP funding. For federal fiscal year 2014, Governor Bill Haslam made the choice to accept the RTP funds. Under the MAP-21 Guidance, each state receives Recreational Trails Program (RTP) dollars based upon a predetermined formula. Half of the funds are distributed equally among all States, the other half of the funds are distributed in proportion to the estimated amount of off-road recreation fuel use in each State – fuel used for off-road recreation by snowmobiles, all-terrain vehicles, off-road motorcycles, and off-road light trucks. It is the federal fuel tax revenue from these recreation vehicles that funds the RTP. *The RTP is a User Pay, User Benefits program.*

The U.S. Department of Transportation manages the Recreational Trails Program through the Federal Highway Administration (FHWA). The RTP is a State-administered, Federal-aid program. The Governor designated the Tennessee Department of Environment and Conservation, Recreation Educational Services (TDEC-RES) to administer the program.

Through the MAP-21 legislation, the Department of Environment and Conservation, Recreation Educational Services Division, can allocate up to 7 percent of the funds received annually for administrative costs and up to 5 percent for education expenses relating to recreation trails. From 1993-2013, the State of Tennessee has received \$19,651,353 (apportionments after rescissions) in federal RTP funds. See http://www.fhwa.dot.gov/environment/recreational_trails/funding/apportionments_obligations/recfunds_resc.cfm.

In 2005, the Commissioner's Council on Greenways and Trails (CCGT) was re-chartered comprising of fifteen (15) motorized and non-motorized trail users who represent diverse user interests and geographic areas across the state. The CCGT was chartered to advise TDEC-RES on the implementation of the Recreational Trails Program and to review annually the allocation of these funds by the Commissioner of TDEC. Final grant allocations are decided by the Commissioner of TDEC, approved by the Governor's office and must be approved by the FHWA. In 2012, Tennessee won the Coalition for Recreational Trails (CRT) award for Outstanding Use of RTP funds by a State Trail Program.

Intent of the Recreational Trails Program:

The intent of the Tennessee Recreational Trails Program (RTP) is to enhance both motorized and non-motorized recreation trail opportunities and to provide and maintain recreation trails as directed by Congress through the MAP-21. **The goal of the RTP is to produce sustainable trails that are well designed, properly constructed and will require minimum future maintenance.**

The National Park Service definition of a sustainable trail is:

- **Supports current and future use with minimal impact to the area's natural systems.**
- **Produces negligible soil loss or movement while allowing vegetation to inhabit the area.**
- **Recognizes that pruning or removal of certain plants may be necessary for proper trail construction and maintenance.**
- **Does not adversely affect the area's wildlife.**
- **Accommodates existing use while allowing only appropriate future use.**
- **Requires little rerouting and minimal trail maintenance.**

-- From the National Park Service, Rocky Mountain Region, January 1991

Who is eligible to apply?

State, federal and local (city/county) government agencies are eligible to apply for funding through the RTP. Private, state of Tennessee chartered non-profit organizations who are certified 501(c)(3) by the IRS may apply if the trail that will be constructed or maintained is on publicly owned land. Nonprofit organization partnerships with government agencies must be official and in writing. Specific criteria for each type of applicant are described in the next section.

Local Governments:

1. Local government applications are required to have the signature of the Mayor (City or County).
2. If the landowner is other than the applicant, the applicant must provide a legally binding legal agreement for a permanent easement or long term lease for the property where the funds will be spent. A Notice of Limitation of Use (NLU) must be recorded on the property that ensures public access to the recreation trail improvements in perpetuity.

State and Federal Governments:

1. State and Federal agencies applying must have the signature of the top agency official (Commissioner, Superintendent, Forest Supervisor or Director)
2. If the landowner is other than the applicant, the applicant must obtain a permanent easement or legally binding agreement that ensures public access to the recreation trail improvements in perpetuity.

Partnerships, Private/Public Applicants:

1. A written contract or legal agreement is required between the government agency and private non-profit organization regarding the long-term management of the proposed project or the trail system.
2. Private, nonprofit organization chartered by the State of Tennessee may apply for funds on public property if they are certified 501(c)(3) by the IRS. However, the government agency that owns the land must agree, in writing, to maintain the property as funded in perpetuity.
3. A local, state or federal governmental agency must provide a **resolution, ordinance, or letter of intent** promising to manage and maintain the project as a recreational trail in the event that the private non-profit organization cannot fulfill its long-term obligations and responsibilities to the grant contract.

Categories of Trail Projects:

The federal RTP legislation requires that states use 40 percent of their funds apportioned in a fiscal year for diverse recreation trail use, 30 percent for motorized recreation trails and 30 percent for non-motorized recreation trails. If eligible projects are not received within the above categories to fully administer the available funds, these funds may remain unobligated and be held over for future distribution.

- ♦ **Diverse trails** are defined as projects that provide the greatest number of compatible uses. A trail must accommodate more than one user group (multiple use) to qualify. Example: a pedestrian only trail is a single use non-motorized trail and is not considered multiple-use. Motorized and non-motorized trail projects are eligible for diverse use funds. Diverse use projects may include both motorized and non-motorized components.
- ♦ **Motorized** is defined as off-road recreation using any motorized vehicle. The most common modes are ATV, four-wheel drive (or other light utility vehicle) and off road motorcycles. Motorized use does not include use of electric-powered wheelchairs. **“Roads” or trails where general highway passenger vehicles can travel are not eligible.**

In 2004, the Tennessee Legislature, through passage of the “Tennessee Off-Highway Vehicle Act” (**Public Acts, 2004, Chapter 622**), directed the Tennessee Wildlife Resources Agency (TWRA) to receive any future federal funds for administration and enforcement of Off-Highway Vehicle use. In 2010 a Memorandum of Agreement

was developed between TWRA and TDEC-RES to make a portion of the funds available for motorized trails and motorized trail projects. They are included in this grant cycle.

- ◆ **Non-motorized** is defined as off-road recreation by a non-motorized mode. The most common modes are bicycle, equestrian, pedestrian (including wheelchair use), inline skates and cross country skiing. Non-motorized can also include walking, hiking, running, bird watching, nature interpretation, back-packing, etc. **Sidewalks are not eligible unless they are at least 6 feet wide and will only be approved IF they are used to connect two sections of off road greenway trails.**

What projects are eligible?

Recreational Trails Program funds may be used for:

- ◆ Non-routine maintenance and restoration/renovation of existing trails.
- ◆ Development and rehabilitation of trailside and trailhead facilities. These are trail components or associated facilities which serve the purpose and safe use of the recreational trail such as: ADA accessible facilities, restroom and water supplies, trail signage and trailhead kiosks, trail/road crossings, drainage stabilization, and small trailhead parking areas.
- ◆ Lease and/or purchase of trail construction and maintenance equipment with a FULL Justification of why the equipment needs to be purchased. **Any equipment purchased must be new and specifically designed for trail construction and maintenance to be eligible for reimbursement, and MUST be approved by RES before purchase.** Specifications for the equipment must be included in the grant application. All equipment must be used solely (100%) for trail-related purposes for the entire life of the equipment. **Land clearing type equipment is NOT eligible.**
- ◆ Construction of new trails (with certain restrictions for new trails on Federal lands).
- ◆ Acquisition of easements or fee simple title to property for recreational trails or recreational trail corridors. **Land must be acquired from a Willing Seller and the FHWA Uniform Land Acquisition and Relocation Act MUST BE FOLLOWED.** If you are considering a land acquisition, you must contact RES first so that we may assist you in following the Uniform Act. Acquisition must occur within the executed contract term dates, for land to be purchased with grant funds or used as match for the grant funds.

What types of trail projects are eligible?

- ◆ Multi-Use Trails such as off road bicycle and/or pedestrian trails
- ◆ Walking/Running/Hiking/Fitness/Environmental Education Trails
- ◆ Water Trails- River access is limited to non-motorized canoe/kayak/rowboats.
- ◆ Equestrian Trails
- ◆ Mountain Bike Trails
- ◆ Off-Road Motorcycle Trails
- ◆ Off-Road All-Terrain Vehicle (ATV) Trails

- ◆ Off-Road All-Terrain Vehicle Trails carrying more than one passenger (side by side)
- ◆ Off-Highway Four-Wheel Drive Trails
- ◆ Environmental Education
- ◆ Lease or purchase of trail construction and maintenance equipment (100% trail use)

Which projects are NOT eligible?

Recreational Trails Program funds may not be used for:

- ◆ Property condemnation (eminent domain)
- ◆ Work completed without complying with Buy America, where applicable. Buy America applies to steel products, both reimbursable and donated work. For more information, go to: <http://www.fhwa.dot.gov/map21/qandas/qabuyamerica.cfm>
- ◆ Constructing new trails for motorized use on National Forest or Bureau of Land Management lands, unless the project is consistent with that agency's approved resource management plan.
- ◆ Facilitating motorized access on otherwise non-motorized trails. Funds may not be used to facilitate motorized access on trails where motorized use has been prohibited or has not occurred as of May 1, 1991.
- ◆ Environmental education buildings, classrooms, or park-like pavilions/amenities.
- ◆ Any costs associated with law enforcement activities or vehicles.
- ◆ Equipment used only to construct trails in the short term then used for non-trail uses. Equipment should be rented for the trail project if it will not be used for ongoing future maintenance specific to the proposed trail or trail systems. Park mowing or maintenance equipment is NOT Eligible
- ◆ These funds are intended for recreational trails; they may not be used to improve roads for general passenger vehicle use or to provide sidewalks along roads. Short sections of sidewalk connecting two off-road hard surfaced trails, may be eligible on a case by case review basis.
- ◆ While donations and in-kind can be the project match, reimbursable expenses must be documented by actual cash expenditures.

Matching the grant - what qualifies?

The grant for a RTP project is 80% of the Total Project Cost. If a grant of \$200,000 is made, the matching funds would be \$50,000 for a Total Project Cost of \$250,000. The applicant must provide a match of 20% of the **Total Project Cost**.

Matching the grant funds may be done through Cash (**preferred**), land purchase during the contract term, land donation by a third party owner during the contract term, labor, materials, supplies or donation of these items. Volunteer labor must be accounted for using the Individual Accountability Report forms and criteria established by TDEC-RES. For trail volunteers working for in-kind match, the hourly wage rate is \$7.25 (federal minimum wage rate). If the volunteer works in the construction trades as a carpenter,

plumber, electrician, etc., they will need to document, in writing, their hourly rate greater than minimum wage.

Prison labor may be used as a match ONLY if the grant recipient pays the prison laborers. Additionally, prison labor may only be reimbursed for the **actual amount paid** for that labor. Prison labor is ineligible if the work occurs within the right-of-way of a Federal-aid highway. Contact TDEC-RES if questions arise concerning what qualifies as a prison labor match.

A federal agency applicant may provide additional federal funds for the 20% match, provided the total federal match share does not exceed 15%, or a total of 95%.

Federal agency applicants (US Forest Service, NPS, FWS, COE, TVA, etc.) must show a non-federal match of at least five percent. Grant administration or in-kind use of federal employees is not eligible for the 5% non-federal match. The non-federal match must come from trail user groups or other non-federal funding sources.

Match List

Can this funding source be used as a match for the grant we are applying for?	LPRF-State	L&WCF-Federal	RTP-Federal Note: there must be at least a 5% non-federal match.
Cash	Yes	Yes	Yes
Another LPRF or NRTF grant	No	No	No
L&WCF grant	No	No	Yes
In-kind services, materials and equipment	Yes	Yes	Yes
Appraised value of real property not previously dedicated to recreation	Yes.	Yes. Acquisition must be within grant term.	Yes. Acquisition must be within grant term.
Permanent Easements	Yes	Yes	Yes
Conservation Easements	No	No	No
Leases	No	No	No
Legislative line item appropriations	No	No	No
TVA	Yes	Yes	Yes
Transportation Alternative (TA) Funds	Yes	No	Yes
Urban Forestry grants	Yes	No	Yes
U.S. Corps of Engineers	Yes	No	Yes
Grantee's Enterprise Funds	Yes	Yes	Yes
Community Development Block Grants	Yes	Yes	Yes
Art or Historical Commission Grants (Federal only)	Yes	No	Yes
USDA Rural Development	Yes	No	Yes

It is recommended that the grant applicant confirm in advance that such a match is allowed with the agency responsible for providing the match.

Reimbursement of Project Expenses

The grantee is responsible of any and all expenses needed to prepare the grant application. *If a grant is awarded, the grantee will be required to pay for any information needed in the preparation of documents of the Request for Categorical Exclusion (CE) Form. This includes, but is not limited to, Section 106 compliance studies, archaeological studies, biological, air quality and any other documents needed in order to obtain an approved CE.* In certain cases where project design plans are required for a permit or study and the grant includes a line item for design work, the grantee may provide a letter of commitment to TDEC-RES to receive a provisional clearance and allow the project to proceed with the contract process. All permits required must be obtained BEFORE any construction work begins.

Payment of project expenses takes place on a reimbursement basis. The grantee must incur costs for work actually completed, and then submit required written documentation to TDEC-RES for payment. **TDEC-RES will not accept reimbursement requests for work that takes place prior to the start date or after the end date of the executed contract term.**

The first project reimbursement must be submitted within 30 days of receipt of the executed contract and will be for the purchase of the RES grant acknowledgement sign. Remaining reimbursements are required within 60 days from the submission date of the previous reimbursement. Payments will be for 80% of the reimbursement amount requested unless the entire 20% matching funds requirement has been met. Payments will be made electronically through the Automated Clearing House (ACH) and project grantees will be required to provide this information in order to receive a grant reimbursement from TDEC-RES.

While the grant can be matched by eligible donations or in-kind services, the RTP grant reimbursement is only for actual documented cash expenditures. Volunteer donations will be applied to the matching funds requirement, but will not generate a cash reimbursement. Volunteer labor MUST be documented using the Individual Accountability Report found on the RTP grant program CD.

Grant recipients must maintain an accounting system that meets generally accepted accounting principles and maintain financial records to properly account for the grant and matching funds. Grantees without a written procurement process must follow State procurement requirements. The State of Tennessee requirements can be found at the Tennessee Comptroller website: <http://www.comptroller.tn.gov/ma/finreptmanual.asp>

How much can I apply for?

The minimum grant request is \$20,000 with a match of \$5,000 for a total project cost of \$25,000; the maximum grant request is \$200,000 with a match of \$50,000 for a total project cost of \$250,000. State or federal applicants, with projects of statewide significance, may be considered for additional funds. The State may waive the minimum amount of an approved grant under special circumstances.

Can I use part of the funds for design expenses and grant administration?

Yes. Use of RTP funds for architecture, engineering, surveys, environmental reviews, grant administration and/or legal expenses are eligible, *but are limited to 15 % of the total project cost. Grantee must have a line item in the grant application budget for A&E design or grant administration expenses.*

When can projects begin?

After the grant is awarded, RES staff will work with the grantee to define the scope of the project, budget and information needed to complete the Environmental Review for a Categorical Exclusion (CE) Request. The grantee is REQUIRED to prepare the CE Request form and submit it to RES for review. An approved CE Request is REQUIRED before the funds can be approved by the Federal Highway Administration (FHWA). Once the funds are obligated by FHWA, then a state contract can be prepared for signatures.

The applicant MUST wait until TDEC-RES returns the signed, executed contract before beginning the project. Any construction started or equipment purchases made prior to the start date of this executed contract are not eligible for reimbursement. This contract will not be issued until TDEC-RES concurs with all environmental approvals and obligation authorization is granted from the Federal Highway Administration.

Grantees with RTP contracts must show progress on the grant within 120 days of the date stated in the executed contract. Grant recipients that do not begin their projects within these 120 days may be subject to having their project funding withdrawn.

How long will I have to complete the project?

Applicants will have 2 years from the effective date of the project contract to complete the project. There will be **NO** term extensions regardless of justification.

What are the grantee's responsibilities to the proposed project?

Projects funded through RTP must remain open to the public in perpetuity (forever) and this action is documented through the Notice of Limitation of Use (NLU) form. The current grant form must be used or the NLU will be rejected. A trail or facility shall be open to the general public. Should an RTP grantee convert all or part of the project site to other than approved recreation use or lose the use of property for recreation purposes, the grantee must replace the site/facilities, at their own expense. The grantee shall submit, for RES approval, a plan with an acceptable project of comparable scope and quality. (Such conversions must have approval from TDEC-RES PRIOR to any construction or loss of public recreation land.)

What if my project involves Land Acquisition?

Land acquired using funds from the Recreational Trails Program **MUST** be acquired following the rules and regulations of the federal Uniform Land Acquisition and Relocation Act. See http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/index.cfm. Acquisitions must be completed within a one year period from the start of the grant contract. Any land to be purchased or donated for use as match, will have a Notice of Limitation of Use (NLU) recorded and reference the land deed, property book # and page #, which binds the property in perpetuity for recreation purposes.

TDEC-RES needs the following information on all land connected with the project:

1. Copy of the current deed and legal description;
2. Size of the tract of land (acres) to be acquired;
3. Tax Map and Parcel number;
4. Copy of the County Property Assessor tax assessment card providing information about the property and current assessed value for tax purposes.
5. Proposed land acquisition area shown on a topographic map and aerial photograph.

A Fair Market Value land appraisal will need to be completed by a state certified land appraiser (check with RES for the list) to determine the exact value of the property. The land appraisal must be completed by a certified land appraiser on the most current, approved State of Tennessee appraiser list. The appraisal will also need a second level review by the State's contracted Yellow Book Review appraiser. This second level review will be paid by the grantee by issuing a check to the State of Tennessee.

Acquisition Only Projects must be developed within 3 years of the date of the acquisition for the purpose of use stated in the grant application.

What other documentation is required with the application?

Please refer to the RTP Application Checklist on page 14 for a list of items that will need to accompany the application.

What about Environmental Clearance for the project?

Although a completed Categorical Exclusion (CE) is REQUIRED prior to an executed contract, the Environmental Review portion will no longer be required in the application process for the 2014 grant cycle. For projects that receive a grant award, the Environmental Clearance from designated state and federal agencies will be obtained by the grantee with assistance of the Recreation Educational Services Division. The applicants that receive a grant award will be responsible for obtaining any and all studies or surveys as required by the reviewing agencies to determine adverse project impacts. Any costs associated with the studies or surveys MUST be paid by the grantee and are not reimbursable with grant funds.

Once the application is submitted and approved for funding, RES will work with the grant awardees to design an information packet for review by the environmental agencies. The information in the review packet will be based on the information that is in the application. RES will review the packet with the applicant to determine if any additional material is needed. Once all reviews are in and any outstanding permitting/documentation issues have been resolved, a CE form will be prepared by the awardees, sent to RES for final review and then returned to the applicant for signature. This CE form will need to be sent back to RES for internal TDEC signatures prior to the development of a grant project contract.

In certain cases, where project design plans are required for a permit and the grant budget has a line item for professional design work by an A&E firm, the grantee may provide a letter of commitment to RES to receive a provisional clearance and allow the project to proceed with the contract process.

All required TDEC permits and necessary documents will be obtained by the grantee after a provisional CE Request has been approved, but before any construction activities occur. These permits may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alteration Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies.

What is the Federal Funding Accountability Transparency Act (FFATA) and why do I submit the information for #8 in the application?

The Federal Funding Accountability Transparency Act (FFATA) of 2006 requires information disclosure of entities receiving Federal funding through Federal awards such as Federal contracts and their sub-contracts. The Recreational Trails Program (RTP) is funded through the Federal Highway Administration and the Land & Water Conservation Fund (LWCF) is funded through the National Park Service. As the administering agency, the Tennessee Department of Environment and Conservation is required to report such awards. If funded, information on the application is used in the reporting by Recreation Educational Services:

DUNS Number: This is a unique 9 digit number issued by Dun and Bradstreet and this is required. To obtain a DUNS number, please access: <http://fedgov.dnb.com/webform>.

CCR and CAGE #: This is a unique 5 digit number issued by the Central Contractor Registration. More information on how to obtain this number can be found at <https://www.bpn.gov/ccr/default.aspx>.

How to obtain information regarding gross income and public access to compensation information: We suggest contacting your Finance and/or Accounting departments for this information.

WHAT OTHER RULES OR RESTRICTIONS APPLY?

Termination of Grant: TDEC-RES reserves the right to terminate a project grant award and/or a grant contract and demand the return of granted funds for non-compliance by an applicant. Failure by an applicant to comply with the provisions of the executed contract will result in TDEC-RES declaring the applicant ineligible for future participation in the RTP and LPRF/LWCF/NRTF grant programs, until the grantee demonstrates compliance to the satisfaction of TDEC-RES.

With respect to Motorized Trail projects, the applicant **shall establish and follow a plan of best management practices** for the maintenance and operation of the Motorized Trail activity. Failure to adhere to the plan of best management practices shall be a violation of the project contract. TDEC-RES will give the applicant a specific time period within which to come into compliance. Failure to come into compliance will result in TDEC-RES declaring the applicant ineligible for future participation in the RTP and LPRF/LWCF/NRTF grant programs, until grantee demonstrates compliance to the satisfaction of TDEC-RES.

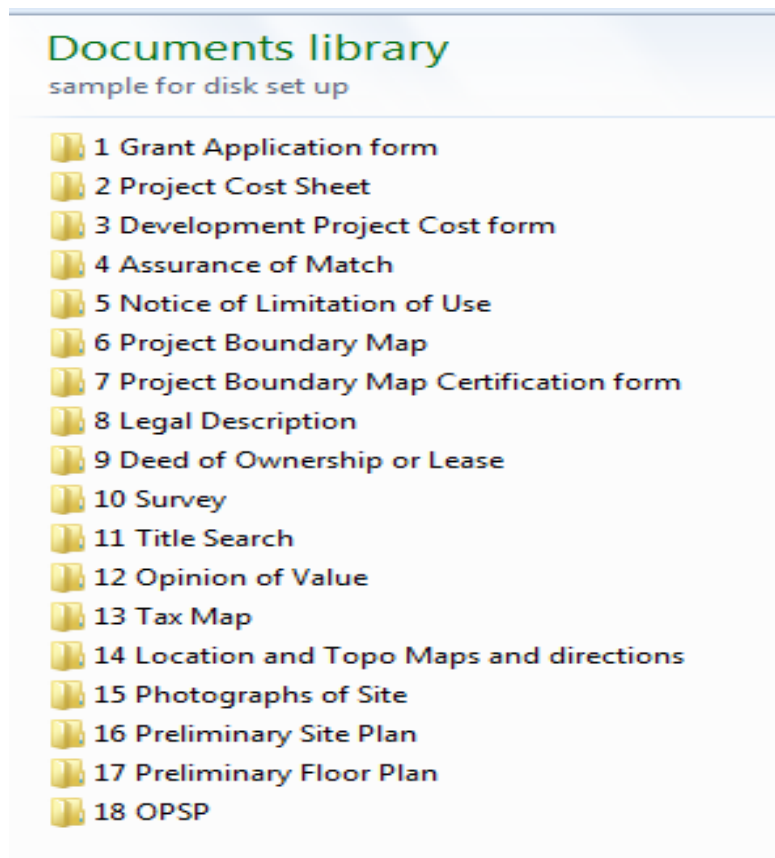
Fees and Charges: If admission, user or other fees or permits are charged for the use of the land, facilities, or buildings that were rehabilitated, developed or acquired with funding from the Recreational Trails Program, the fee structure must be reasonable and cannot be discriminatory to non-residents of the local area. Higher fees may be charged to non-residents; however they cannot exceed twice that charged to residents.

Utility Lines: Overhead utility lines constitute major safety concerns and detract from the natural quality of recreation areas. Applicants must take reasonable steps to ensure burial or relocation of existing overhead lines and ensure that all new electric wires under 15 KV and telephone wires are underground. Experts must justify in writing, a request for exception to the underground utilities.

Grant Post-Completion Responsibilities: Grantees (or, the agency landowner who receives the benefit of a grant in the case of non-profit grant awards) are responsible for the continued operations and maintenance of the project. Each grantee will receive a post-completion handbook. Post-completion inspections will occur every 5 years from the final inspection of the grant project to ensure compliance to this requirement.

RTP APPLICATION PROCEDURES

1. Recreational Trails Program (RTP) applicants must submit project application, project proposal and required documentation **on CD** (or USB drive) to the Nashville office of the Tennessee Department of Environment and Conservation, Recreation Educational Services Division (TDEC-RES) **Applications are due , by April 11, 2014 at 4 p.m. CDT.** Applications must include all support documentation and **MUST BE** signed by the Mayor or Head of the Agency.
2. The application CD (or USB drive) must include numbered folders following the RTP application checklist order. Each folder must contain the correct, required documentation as individual files with an appropriate name. If an item is not in the correct location, it will not be used for the scoring process.



3. The project applications will be reviewed for eligibility, scored and ranked by TDEC-RES staff. The list of scored and ranked applications will be submitted to the TDEC Commissioner for review and approval. The proposed projects are then submitted to the Federal Highway Administration for final approval.
4. RTP grant applicants will receive notification of project approval or disapproval in writing. If the project is not funded, the applicant will be able to request an unfunded summary to provide details on the application's score.

RTP APPLICATION REQUIREMENTS CHECKLIST

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

All items listed below MUST be in the order listed below and contained on a CD with the documents saved as pdf's. All requested information MUST be included for the project. All items listed below are to be identified by a folder on the cd or by a tab divider stating number of the item in the binder. Failure to follow format instructions will result in a deduction from the application final score. Failure to provide any required information will result in the deduction of points and the resulting lowering of the application score.

CHECK-OFF	FORMS AND MATCH
<input type="checkbox"/>	1. Tennessee LPRF/LWCF/NRTF/RTP Grant Application w/ project location
<input type="checkbox"/>	2. Project Cost Sheet form
<input type="checkbox"/>	3. Development Project Costs form
<input type="checkbox"/>	4. Assurance of Match (resolution, statement from agency official)
	PROPERTY INFORMATION AND ACQUISITION
<input type="checkbox"/>	5. Project Boundary Map – see Exhibit 2
<input type="checkbox"/>	6. Project Boundary Map Certification form
<input type="checkbox"/>	7. Legal Description from deed or survey
<input type="checkbox"/>	8. Deed of Ownership, Notice of Limitation of Use, Lease, and/or Easement
<input type="checkbox"/>	9. Survey - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	10. Title Search - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	11. Opinion of Value / Tax Card - Applies to acquisition projects and/or development projects using land value as match.(for acquisitions, a yellow book appraisal with the 2 nd level review is necessary)
<input type="checkbox"/>	12. Tax Map (include page and parcel number)
	MAPS, PHOTOS AND DESIGN
<input type="checkbox"/>	13. Location and Topographical Maps with Latitude and Longitude coordinates in degrees, minutes and seconds. See Exhibit 1 & 3
<input type="checkbox"/>	14. Photograph(s) of Site
<input type="checkbox"/>	15. Preliminary Site Plan w/ADA Features/Design of Project must comply with Americans with Disabilities Act. Applies to all projects. See Exhibit 4
	SCORING CRITERIA
<input type="checkbox"/>	16. Eligible Project Checklist – page 24
<input type="checkbox"/>	17. Project Selection Criteria – page 25

RTP Application Instructions

Before submitting your application, please review this page and make sure that all required narratives, maps, and supporting documentation are enclosed.

Late submissions after April 11, 2014, 4:00 pm (CDT) will not be accepted.

Application information is to be listed in the order below. **Application must be on a CD (or USB drive) with the documents saved as pdf's and in the correct folders.** All items listed below are to be identified by a *numbered folder with required document in individually named files in the appropriate folder.* **Failure to follow these formatting instructions will result in an automatic 10-point reduction of the total score.** Missing sections will result in point deductions in the final score.

Descriptions of Documentation:

1. **Tennessee LPRF/LWCF/NRTF/RTP Grant Application** - Answer **ALL** questions. Also, make sure that you list the **CORRECT** Federal Congressional Representative, State Senator, and State Representative along with their **CORRECT** districts.
2. **Project Cost Sheet** - Answer **ALL** applicable sections.
3. **Development Project Costs form** - Answer **ALL** applicable sections. Be sure to list all project line items including design expenses. **DO NOT USE LUMP SUM FIGURES. Budgets should be broken down into line items and cost per Square Foot, Linear Foot, etc. needs to be included.** Remember that administrative expenses will not be reimbursed unless there is a professional fee specific line item for these expenditures. **DO NOT INCLUDE A CONTINGENCY LINE ITEM IN THE BUDGET.**
4. **Assurance of Match** - A dated and signed letter or resolution passed by the governing body must be submitted by the applicant indicating the applicant's commitment to match the requested amount and the source of that match. The top official of the applying agency should sign this letter. **If the letter is not signed and dated, the application will not be scored.** If donations of labor, services, materials and equipment are to be provided by a nonprofit organization, the value of these in-kind services should be documented by written letter on letterhead stationery and signed by the president of the organization.
5. **Project Boundary Map** – The one (1) copy of this map must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site. Preferred documentation would be a survey by a Registered Land Surveyor (RLS), dated and signed by the RLS. **See Exhibit 2.**
6. **Project Boundary Map Certification form** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract, if awarded.
7. **Legal Description** - A legal description of the project property must be submitted with the application.

8. **Deed of Ownership, or Permanent Easement for Public Access, -** A copy of any or all such applicable documents must be submitted.
9. **Survey -** A survey of the project property conducted by a Registered Land Surveyor (RLS) must be submitted if funded. The survey should possess a Legal Description, a North arrow and the date of the survey. (Only required if project is acquisition, or using acquisition as match.)
10. **Title Search -** A ten-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
11. **Opinion of Value or Tax Card -** An original copy of an opinion of value of the project property (Property Assessors Tax Card) is to be included with the application for acquisition projects and development projects using land value as match. (Only required if project is acquisition, or using land donation as match.)
12. **Tax Map -** (to include Map number and parcel number).

Maps, Photos and Design

13. **Location and Topographical Maps –** The applicant will submit two color copies of a project location topographical map, indicating the layout of the trail(s), the quadrangle name, and at a scale of 1:24,000. The map shall display the exact location of the project site with written directions from the nearest State highway. If the site is not currently a park or difficult to find, provide directions with landmarks. **See Exhibits 1 & 3.**
This map must be current, accurate, and legible (see *Exhibit 2 - Topographical Map.*) The Latitude and Longitude coordinates of the project must be clearly marked on the map in degrees, minutes and seconds.
14. **Photograph(s) of Site –** Clear photograph(s) showing the proposed trail development and/or land acquisition. Photos in digital format (jpeg) should identify any areas where trailhead facilities or trail tread rehabilitation are needed. Photos cannot be returned.
15. **Preliminary Site Plan -** A copy of the preliminary site plan showing the trailhead and all trails designed with length, width and cross section details for the project is to be submitted. All projects for pedestrian trail are subject to compliance with the Americans with Disabilities Act (ADA). **See Exhibit 4 for example.**

Scoring Criteria

16. **Eligible Project Categories**
17. **Project Selection Criteria**



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
RECREATION EDUCATIONAL SERVICES
W.R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243
PH: 615-532-0748 FAX: 615-532-0732
LWCF/LPRF/NRTF/RTP GRANT APPLICATION**

PARTICIPANT INFORMATION

1. Applicant:

2. Applicant is a:

- ☐ Federal Govt. ☐ Local Govt.
☐ State Govt. ☐ Private Org.

3. List of Project Partners (if any):

4. Region:

East ____ Middle ____ West ____

5. County/Counties:

6. Applicant Address, City, and 9-Digit Zip Code:

911 Street Address, City, and 9-Digit Zip Code and GIS Coordinates of project location:

7. Application Prepared by:

Name: ____

E-Mail: ____

Organization: ____

Telephone: ____

Project Contact (Person responsible for daily management of project)

Name: : ____

Telephone: ____

Title: ____

Federal ID#: ____

E-Mail: ____

Fax: ____

If applying for LPRF, skip to Question #9

8. Applicant DUNS +4: ____ Date DUNS # Verified (Office Use Only) ____

Is Applicant registered in Central Contractor Registration (CCR)? ☐ Yes ☐ No

If Yes, CAGE # (Opt.): ____

Date CCR Expires: ____

A. In the Applicant's previous financial/fiscal year, did you receive (1) 80% or more of your annual gross revenues in federal funds; and (2) \$25 million or more in annual gross revenues from federal funds? ☐ Yes ☐ No

B. Does the public have access to information about the compensation of the senior executives in the Applicant's organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 780(d)) or section 6164 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

*** If Applicant answered "YES" to question A and "NO" to question B, provide the following, list the 5 highest paid executives and his/her compensation amounts in descending order. (The highest paid official is listed first):**

Official Name ____

Compensation Amount ____

Official Name ____

Compensation Amount ____

Official Name ____

Compensation Amount ____

Official Name ____

Compensation Amount ____

Official Name ____

Compensation Amount ____

9. Park Name: _____
Project Title: _____

10. Grant Type (Check all that apply)

- ☐ Acquisition ☐ New Construction ☐ Land is publicly owned
☐ Development ☐ Renovation ☐ Land is privately owned (RTP only)
☐ Land owned by applicant ☐ Land is leased by applicant Date lease expires: _____

*Acquisition Only projects are not eligible for motorized grants.

RTP Only

11. Intended Use (Check one)

- ☐ Motorized Use
☐ Non-Motorized Use
☐ Combination Motorized/Non-Motorized Use
☐ Combination of Motorized Uses
☐ Combination of Non-Motorized Uses

12. Federal Congressional District

Congressman's Name: _____

District Number: _____

13. State Districts

Senator's Name: _____

District Number: _____

Representative's Name: _____

District Number: _____

14. Brief Description of Project

15. Project Funding

Grant Amount Requested \$ _____

Match \$ _____

(50% for LWCF, LPRF and NRTF)

(Minimum 20% match required for RTP)

TOTAL PROJECT COST \$ _____

16. Source and Amount of Applicant's Matching Funds (20% for RTP, 50% for LWCF, LPRF and NRTF)

Cash/General Fund \$ _____

Force Account \$ _____

3rd Party Land Donation Value \$ _____

In-Kind Services – 3rd Party
donations of volunteer labor/
materials/equipment \$ _____

Value of land purchased by
Applicant 12 months before
Grant award or less (LPRF Only) \$ _____

Value of land purchased by
Applicant more than 12 months
before grant award, not previously
dedicated to recreation
(LPRF Only) \$ _____

TOTAL MATCH \$ _____

(TOTAL MATCH should equal Match in Section 15)

_____ Authorized Signature (usually Mayor)	_____ Title	_____ Date
_____ Printed Name	_____ Title	

_____ Authorized Signature of Partner (if applicable)	_____ Title	_____ Date
_____ Printed Name	_____ Title	

NOTE: Overmatches may be shown on a separate sheet.

CN-0429 (Rev. 02/13)

RDAs 2314, 2315, and 2316



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LWCF/LPRF/NRTF/RTP

PROJECT COST SHEET

Applicant's Name: _____

Park Name: _____

Project Title: _____

Brief Description: _____

☐ Acquisition Only ☐ Development Only ☐ Acquisition and Development ☐ Preservation (NRTF only)

Grant Administration and A/E COSTS

	Costs incurred within grant term	To Be Completed By:		
		Grantee Staff	Volunteers	Contractor
Architectural/Engineering Fees/Trail Assessment	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grant Administration	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Administrative Costs	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: ☐ Negotiated Purchase ☐ Donation ☐ Easement ☐ Lease

Number of 6(f) Protected Park Acres referred to in this application (use additional sheets if necessary)

_____ New Acreage- for acquisition or development; not previously under 6(f) protection.

_____ Value Added Acreage -additional development of land already under 6(f) protection

_____ Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection.

This Acquisition is: ☐ Publicly owned ☐ Privately owned (RTP only)



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DEVELOPMENT PROJECT COST SHEET

Applicant's Name: _____

Scope of Project: Attach Professional Construction/Supplier Estimates
(List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost	To Be Completed By:		
				Grantee Staff	Volunteers	Contractor
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Development Cost			\$			

Use Attachment if more space is needed

TOTAL COSTS

Total Grant Administration Cost	\$
Total Architectural/Engineering Costs	\$
Total Acquisition Costs	\$
Total Development Costs	\$
Total Project Costs	\$
Total Grant Request	\$

ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
Supplies	\$	\$	\$
Personnel	\$	\$	\$
Utilities	\$	\$	\$
Equipment	\$	\$	\$
Contracted Labor	\$	\$	\$
Other	\$	\$	\$
Total Annual O/M			\$



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PROJECT BOUNDARY MAP CERTIFICATION

INDICATE APPLICABLE GRANT PROGRAM:

☐ LWCF ☐ LPRF ☐ NRTF ☐ RTP

Applicant: _____

Park Name: _____

Project Title: _____

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded projection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- | | | |
|--------------------------|----|-------------------------------|
| <input type="checkbox"/> | 1. | Deed references |
| <input type="checkbox"/> | 2. | Adjoining Ownership |
| <input type="checkbox"/> | 3. | Adjoining easements of record |
| <input type="checkbox"/> | 4. | Adjoining water bodies |
| <input type="checkbox"/> | 5. | Metes and bounds |
| <input type="checkbox"/> | 6. | Government survey |

Certification is made to the above by:

Applicant's Signature (Usually Mayor or Agency Director)

Date

Printed Name and Title



NOTICE OF LIMITATION OF USE

FOR LWCF:

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

FOR LPRF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

FOR NRTF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.



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RECREATION EDUCATIONAL SERVICES
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PH: 615-532-0748 FAX: 615-532-0732
LWCF/LPRF/NRTF/RTP

NOTICE OF LIMITATION OF USE

FOR RTP:

If the public property identified in the attached general warranty deed has been acquired or developed with federal Moving Ahead for Progress in the 21st Century (MAP-21), Recreational Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 *et seq.* (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he or she finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

Authorized Signature (usually Mayor or Agency Director if State or Federal Application)

Printed Name and Title

Applicant

Address

Phone Number

Date

Attach copy of underlying Deed with this NLU and record together.

STATE OF TENNESSEE
COUNTY OF _____

On this _____ day of _____, _____, before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged him/herself to be the _____, and in his/her official capacity, and that he/she as such official, being authorized so to do, executed the foregoing instrument for the purpose therein contained, by signing the name of the Agency, by him/herself, as such official.

Notary Public

My commission expires: _____

EXHIBIT 1: LOCATION MAP

A map shall be submitted with each application and shall identify the following items:

1. Location and 911 street address.
2. Definition of the anticipated service area of the proposed project.
3. Location of other park structures within the anticipated service area.
4. North arrow, scale, project title, and date map was prepared.
5. Map size preferred is 11" x 17". Do not include construction drawing.

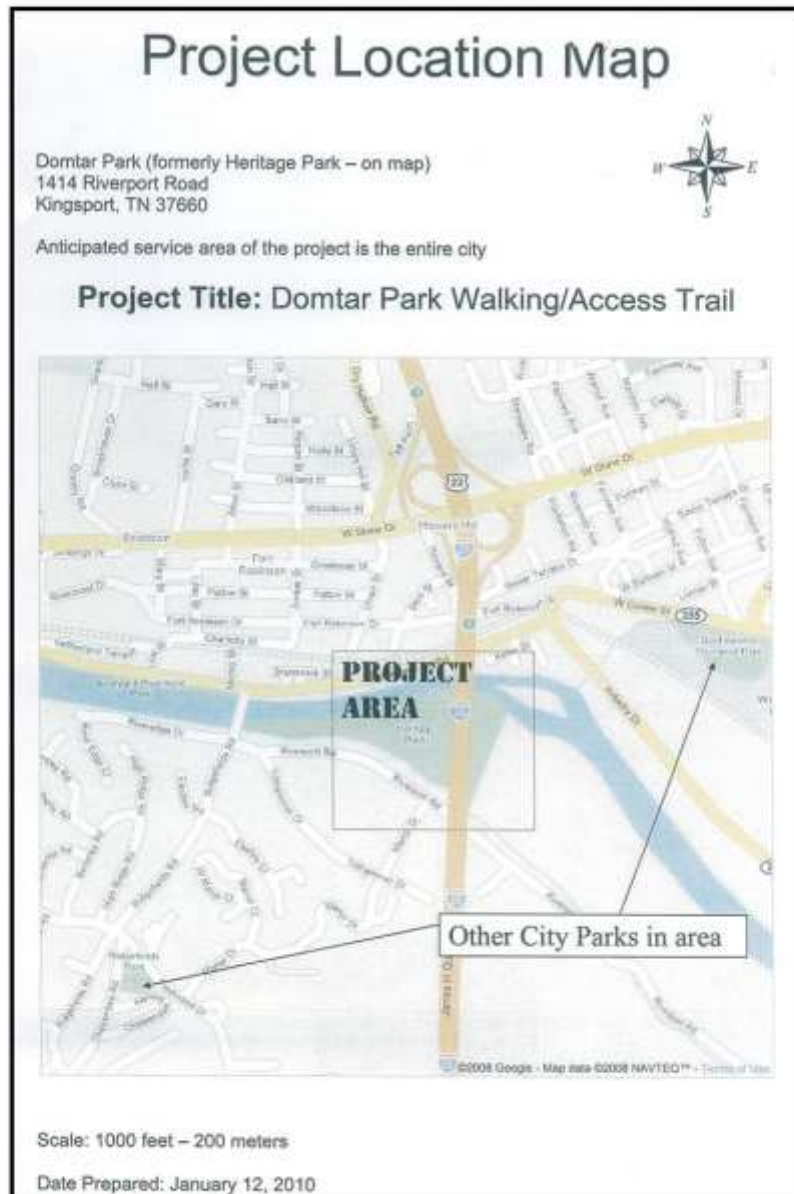


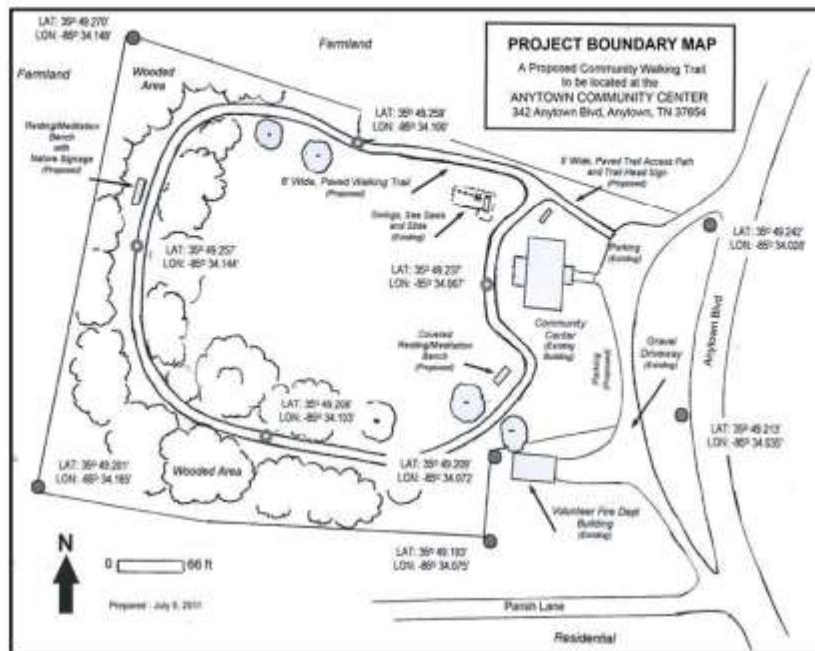
EXHIBIT 2

PROJECT BOUNDARY MAP

A map shall be submitted with each application that specially delineates the proposed boundary of the recreation site(s) project area where grant funds will be expended.

The map shall identify the following items:

1. North arrow, scale, project title and date map was prepared.
2. Any areas under lease and length of term remaining on the lease.
3. Known outstanding rights and interests in the project area held by others (easements, water, timber, subsurface mineral rights, cell tower leases, etc.)
4. The boundary of the project area delineated must be legally sufficient to identify the project for conversion protection from other uses besides recreation.
5. Map size preferred is 11" x 17". Maps larger than 24" x 36" will not be accepted.



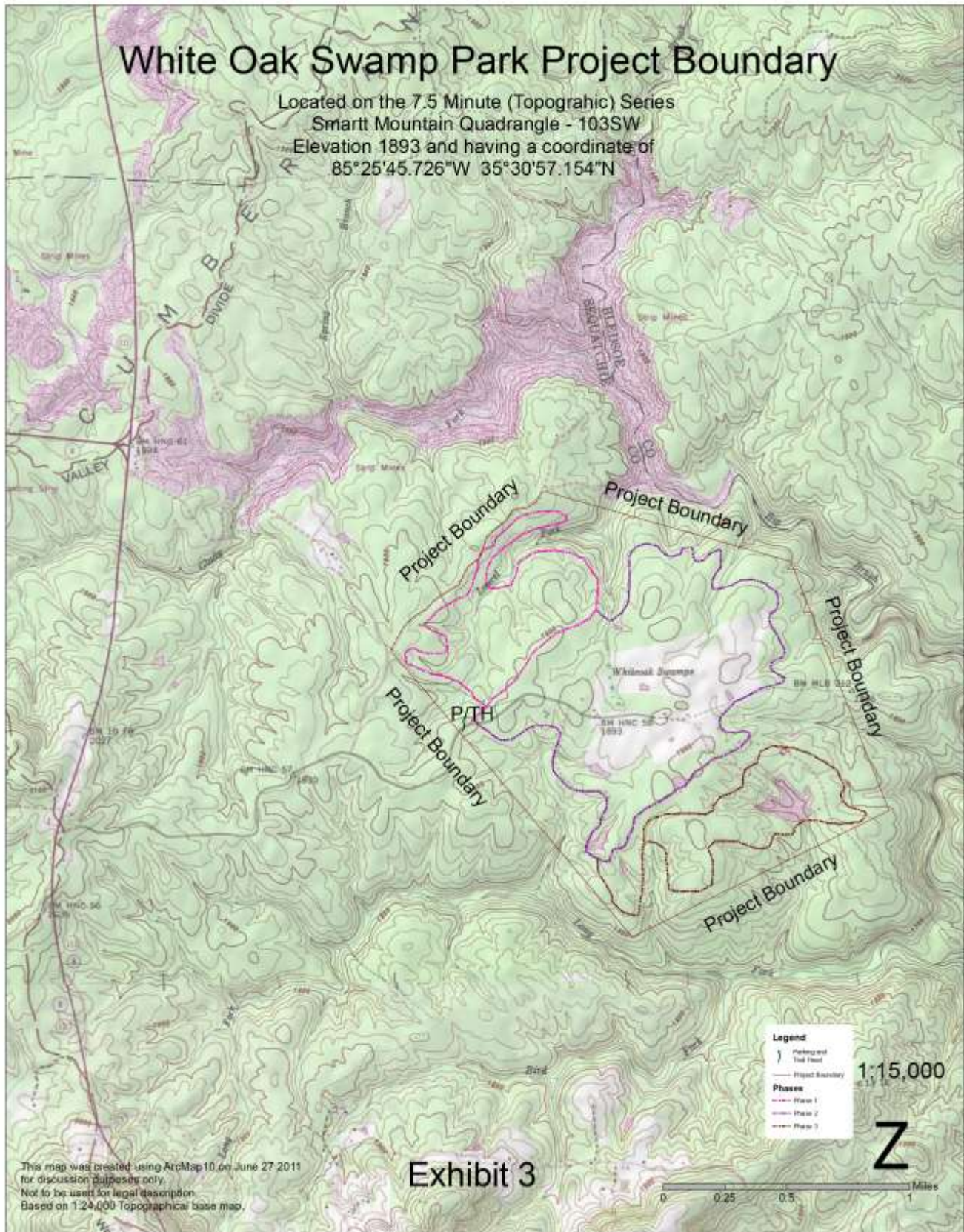
EXAMPLE - SITE BOUNDARY DESCRIPTION

City of Anytown - Anytown Walking Trail
Project Boundary Map - Legal Description

Beginning at an iron pin on the right-of-way on Parish Lane, thence North 90 degrees East, 2,080 feet, thence South 0 degrees East, 1,680 feet, thence South 90 degrees West, 2,400 feet, thence North 0 degrees West, 1,355 feet, thence North 90 degrees East, thence North 0 degrees East, 315 feet to the true point of beginning.

The total area of this tract of land is 90.1 acres and lies in the Southeast Quadrant of Anytown, Anytown County, Tennessee.

EXHIBIT 3: TOPOGRAPHIC MAP



PRELIMINARY SITE PLAN

A plan should be submitted with each application and shall identify the following items:

1. Existing site development.
2. Development proposed for this site
3. Future development (Necessary for all Acquisition projects).
4. Surrounding land uses.
5. North arrow, scale, project title and date prepared
6. Map size: 8 1/2" X 11" (Preferred). No larger than 20" X 25".

NOTE: Please list all improvements on the site plan as existing project proposed or future development.

STRONG TREE CITY PARK

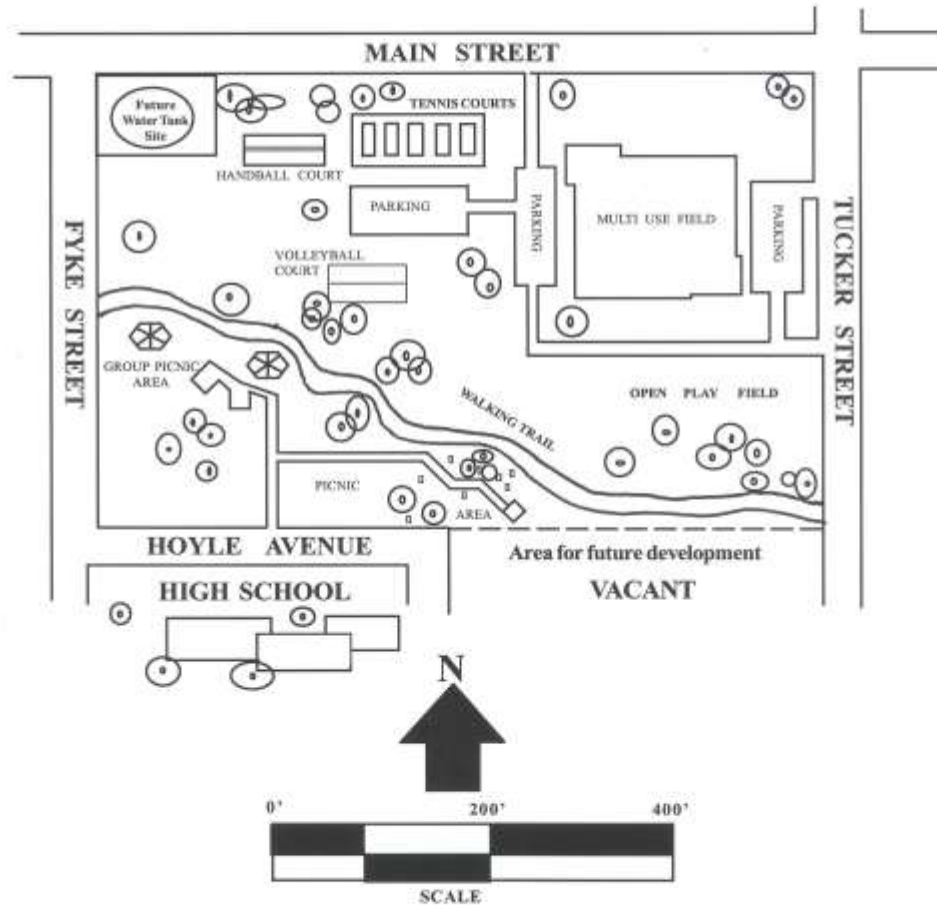


EXHIBIT 4

ELIGIBLE PROJECT CATEGORIES

The following is a list of the types of projects which may be funded with Recreational Trails Program funds. Check all categories that apply to the RTP application.

- ☐ **New trail construction** – List and describe type(s) of trail to be constructed, proposed trail use, type of surface, width and length:
- ☐ **Environmental mitigation/enhancement** - measures that provide design, reconstruction, non-routine maintenance, or relocation of trails in order to mitigate and minimize impact on the natural environment.
- ☐ **Development of trailhead and trailside facilities:**
 1. ADA Accessibility Infrastructure
 2. Water and Sanitary Facilities
 3. Trail and Trailhead Signage
 4. Trail/Road Crossings
 5. Drainage/Stabilization
 6. Small trailhead parking areas (6-8 vehicles, one space must be ADA compliant)
- ☐ **Restoration of areas damaged by usage** - (includes installation of erosion control measures such as reverse grade dips, repair of damages due to over-use, and/or impacts by non-permitted trail users, etc.)
- ☐ **Acquisition of land** - (must be a willing seller and the federal Uniform Land Acquisition and Relocation Act must be followed)
 1. Fee Simple (preferred)
 2. Permanent public use easement purchased by (donated to) Agency
 3. Using land as Match
 4. Third Party Donation of land for the project or as match

STATE OF TENNESSEE
Open Project Selection Process
2014 RTP Grant Application
Scoring Criteria

Project Proposal & Presentation

(Required, if not included grant application will not be scored)

Project Presentation:

This is your opportunity to “sell” the scoring committee on your project. Provide a power-point presentation on CD. Provide clear and meaningful maps, photos and other graphics. Use standard fonts and consistent colors that show well on a large scale. Do not be too flashy or overrun graphics with non-essential items.

No clip-art is permitted.

Include the following criteria in the presentation:

1. What is the 2012 Census population of your jurisdiction and total acres currently dedicated to recreation use within the jurisdiction?
2. What are the demographics of the public you are targeting with project?
3. How does the project relate to the service area and needs of the potential users?
4. What means will be used to develop the project?
5. Is the site suitable, location and topography, for the development of the project?
6. What are the future site development plans?
7. What makes the project stand out or special?
8. Provide a 2 year time-line for completion of project if funded.
9. Pictures of site
10. Project Location Map, with directions to **project site** including cross streets.
11. Preliminary Site Plans showing proposed (and existing) structures, facilities and/or trails.

A. Planning and Design

1. Project is identified in an approved planning document

The applicant has a planning document created or revised within the past five years that includes the project. If the planning document has not been created or updated within the last 5 years, provide adequate documentation showing the use of the document from its creation to the present. (Examples of planning documents include strategic plans, master plans, 5-10 year long term plans, etc.) Creation of original plan must be prior to December of 2013 to be valid for this section

Documentation Required:

- Date the plan was produced or updated, creation date must be prior to December of 2013 to be valid for this section
- Copy of the planning document that includes the project created or revised in the last 5 years. If the planning document has not been created or updated within the last 5 years, provide adequate documentation showing the use of the document from its creation to the present.
- Copy of local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance of plan.
- List the page number(s) where the project is referenced in the plan and highlight section on page(s)

2. 2008 Tennessee Greenways and Trails Plan

The 2008 Tennessee Greenways and Trails Plan was a result of over 18 months of research, planning and collaboration between the TDEC Commissioner's Council on Greenways and Trails, TDEC –RES staff and numerous federal, state and local government agencies as well as the trail users groups from across the state. For a copy of the 2008 Tennessee Greenways and Trails plan, visit: http://tn.gov/environment/recreation/docs/gt_plan2008.pdf

Documentation Required:

- List each "Guiding Principle" of the Greenways and Trails plan your project meets and provide a detailed summary.

3. Tennessee 2020-Vision for Parks, People & Landscapes

The Tennessee Department of Environment and Conservation has prepared a five-year State Recreation Plan since 1965. Our most current state outdoor recreation plan, Tennessee 2020, was developed through an in-depth public process, reviewed and approved by the National Park Service, and then presented to Gov. Phil Bredesen and the citizens of Tennessee on March 31, 2010. For a digital copy of Tennessee 2020, visit:

http://tn.gov/environment/recreation/recreation_tennessee-2020-plan.shtml

Documentation Required:

- List each "Initiative" of the 2020 Recreation Plan your project meets and provide a detailed summary.

4. 3-year Budget

The applicant must have a budget which includes funding for the project as well as other projects for parks and recreation.

Documentation Required:

- Copy of budgets including the project and similar projects- FY11-12, FY12-13, FY 13-14

5. Management System

- Management overview

Provide a detailed management overview illustrating who will manage the project during construction. Who will provide the operations, management and maintenance after completion of the grant project? Include written documentation on the operations and maintenance staff, budget, safety and security (rules of operation) and programming.

6. Public meeting

The applicant conducted a public meeting(s) within the last 6 months before the grant deadline, exclusively for discussing the project and obtaining comments. Show how the public supported the project.

Documentation Required:

- Date of the meeting(s)
- Copy of newspaper advertisement and/or a document describing other means used to promote each meeting.
- Copy of meeting minutes, including a sign-in sheet and the discussion and public comments on the project.

7. Support from civic (non-governmental) groups

The applicant presented the project to two or more local groups to determine their support of the project. Examples of groups include: civic groups, neighborhood associations, advisory boards, youth organizations, etc.

Documentation Required:

- Copy of the groups' meeting agenda, minutes or other documentation from the groups that confirm the dates of the project presentation and support for the project.
- Partnership letters should be specific and detail what financial, donations and other types of support for this project.

8. Support from governing board/body

The applicant presented the project to their governing board/body and received a motion of support for project.

Documentation Required:

- Copy of governing board/body meeting agenda, minutes or other documentation from the groups that confirm the support for the project.

9. TRAIL SPECIFICATION AND DESIGN SYSTEM

The RTP grant applicant MUST STATE WHICH SOURCE will be used for trail construction and trail maintenance in this proposed grant funded project. In this section, identify and reference the resource used in the trail design. To obtain the maximum points in this section, applicant must provide a detailed description of the sections of each of the sources that will be used. Multiple sources can be used.

- International Mountain Bike Association (IMBA): *Trail Solutions* book
- US Forest Service (USFS): *Trail Construction and Maintenance Notebook* (2007 Edition)
- U. S. Forest Service: *Equestrian Design Guidebook for Trails, Trailheads and Campgrounds*, December 2007 Edition
- American Trails: Universal Trail Assessment Process (UTAP)
- AASHTO: *Guide for the Development of Bicycle Facilities* (2012 edition)
- AASHTO: *Guide to the Development of Pedestrian Facilities* (July 2004 Edition)
- National Off-Highway Vehicle Conservation Council (NOHVCC): *Park Guidelines for Off Highway Vehicles*
- TDEC-RES, *Tennessee Pathways to Trail Building*, May 2010 Edition, For more information, contact Bob Richards at 615-532-0753, Robert.richards@tn.gov or see the RTP website: <http://www.fhwa.dot.gov/environment/rectrails/trailpub.htm>
- Tennessee Department of Transportation, Bicycle and Pedestrian Standard, 2013
- DOJ- U.S. Access Board, Americans with Disabilities Act (ADA) Recreation Facilities; Chapter 10, Section 1017, Trails:

See: <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas>

To the Maximum Extent Feasible, all pedestrian trails shall meet the ADA guidelines for trail development. **If this project does not meet the ADA guidelines, justification must be provided explaining why.**

B. Current System Development

1. COMPREHENSIVE TRAIL SYSTEM MAP

Provide a detailed map showing the entire proposed trail system. Existing trails to be included in the system and any new trails to be constructed are to be identified on the map. **The trail system development can be broken down in phases and the phase(s) to be developed must be identified.** The total length (linear feet) and width of proposed trail(s) must be identified and the trail(s) to be developed with the grant funds MUST also be identified on the Map.

2. CONNECTIONS

Identify any physical connections to parks, schools, residential, commercial/retail businesses. List any health related opportunities for programs/events. List any environmental education opportunities/programs that relate to this project. If the project is part of a phased development, identify the phase number and all work to be accomplished with grant funds.

3. DIVERSE USE Trails

Categories of trail use are non-motorized and motorized. List the different types of use of the trail project showing it can accommodate more than ONE variety of recreation activities (examples: pedestrian and bicycle, or motorcycle, ATV, and 4-wheel drive).

C. Management and Maintenance

- Describe who will manage the project during the planning, construction and after completion of the grant funded project. Submit a proposed project development timeline.
- Document the manpower available within the parks and recreation department for Management and Maintenance.
- Document support for the trail project and public/private partnerships between public agencies and trail user groups. Include a copy of any written Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).
- Provide written details (letters about donated materials and services) from volunteer organizations (Friends Groups, Trail Use Clubs, Environmental or Civic Clubs) that will be used to construct, operate or maintain this project.

D. RES Program Compliance

RES staff will review items in 1 & 2 below and may request supplemental information if deficiencies are found during inspection.

1. RES Program Compliance

- For past grants, completing and returning Post Completion Inspections by deadlines.
- No remaining unresolved issues discovered during Post Completion Inspections.
- No unresolved conversions.
- No undeveloped acquisitions identified for development in previous grants.
- No incomplete past grants, example: non-fulfillment of contracts.
- Participation in RES surveys, certifications, requests & evaluations.

2. On-site Recreation System Criteria

RES will conduct an ON-SITE INSPECTION. The inspection will be grant project focused *and will* include other parks or trails operated and maintained by the grant applicant.

List of Abbreviations

AASHTO – American Association of State Highway and Transportation officials

ADA- Americans with Disabilities Act

ASTM- American Society for Testing and Materials

CCGT-Commissioner’s Council on Greenways and Trails

CE – Categorical Exclusion

CN- Certified Number for state forms

CPRP – Certified Parks & Recreation Professional (formerly called a CLP)

CST- Central Standard Time

COE – U.S. Army Corps of Engineers

DBE-Disadvantaged Business Enterprise

FAQ- Frequently Asked Questions

FHWA- Federal Highway Administration

FWS – U.S. Fish and Wildlife Service

LPRF- Local Parks and Recreation Fund

LWCF- Land and Water Conservation Fund

NPS- National Park Service

NRTF- Natural Resources Trust Fund

NLU – Notice of Limitation of Use

OGC – Office of General Counsel

OPSP- Open Project Selection Process

PARTAS – Parks and Recreation Technical Advisory Service

REC – Recreation Educational Consultant

RES- Recreation Educational Services Division

RTP – Recreational Trails Program

TCA- Tennessee Code Annotated

TDEC- Tennessee Department of Environment and Conservation

TDOA- Tennessee Department of Agriculture

TDOT – Tennessee Department of Transportation

TWRA – Tennessee Wildlife Resources Agency

TVA – Tennessee Valley Authority

USGS – United States Geological Service

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